

FE Y ALEGRÍA CODE OF ETHICS

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INTRODUCTION

Our institutional mission is to provide free formal and non-formal education to adults, youth, and children from the most disadvantaged working-class communities, without distinction based on race, gender, or religious beliefs. To achieve this, Fe y Alegría del Perú employs its own members, either through formal employment or as volunteers.

Recently, publications have been drafted for this same purpose, describing the objectives pursued by our institution and the means to achieve them¹. In this context, the provisions that follow aim to establish, for the present time, a Code of Ethics to which all relevant actors must adhere in the performance of their duties; at the same time, the goal is to ensure they are aware that their actions reflect the institutional reputation of Fe y Alegría and that, as such, they are accountable for the trust that governments, society, the Catholic Church of Peru, and donors place in the Association.

“Fe y Alegría has always championed the principle of education above everything else; education for all, achieved through the sacrifice and cooperation of all. An educated nation is the only way today to have an independent and sovereign nation.”

José María Vélaz, S.J.

DEFINITIONS

- **Related parties:** collaborators, aid workers, contractors, and volunteers associated with Fe y Alegría Peru.
- **Collaborators:** Fe y Alegría employees and interns.
- **Development workers:** Individuals sent by a development agency.
- **FIFyA:** Fe y Alegría International Federation.
- **FyA:** Fe y Alegría Association of Peru.
- **Suppliers:** Service providers who are not subordinate to FyA.
- **Available resources:** Office supplies, the Association’s funds, and its movable and immovable property.
- **Children and adolescents:** Boys, girls, and adolescents.
- **Two-Adult Rule:** This means that when interacting with children and adolescents, one must ensure that another adult is present or within reach.
- **Vulnerable populations (PV):**

People with disabilities; it is not necessary to have a CONADIS ID card—it is sufficient that their disability is apparent to those around them.

¹ Notable publications include:

- a. Institutional Strategic Plan 2022–2030.
- b. Flexible and Relevant Alternative Basic Education for Full Citizenship.
- c. Educating with an Amazonian Heart.
- d. Policy for the Prevention, Care, and Support of Minors Facing School and Family Violence.

<https://fevalegria.org.pe/publicaciones/>

- Older Adults.
 - Transgender individuals and sexual minorities (gender identity and sexual orientation).
 - People with limited financial resources.
 - Illiterate individuals.
 - Migrants.
 - Others who, due to various characteristics, are part of a minority vulnerable to discriminatory treatment.
- **Volunteers:** Individuals who join the Association voluntarily and without compensation, acting altruistically and with the purpose of assisting with various social projects.

REGULATORY FRAMEWORK AND SCOPE OF INFLUENCE

This Code of Ethics does not, in and of itself, create new obligations that do not already exist independently of it; therefore, it is based on the guidelines of FiFyA's Policy on Ethical and Transparent Management, the provisions of the Political Constitution of Peru, the Bylaws of the Fe y Alegría Association of Peru, the Internal Work Regulations, and all applicable regulations, without being limited to those in effect at the time of this document's publication.

However, it is worth noting that, building upon these, it specifies and clarifies concrete and appropriate courses of action to comply with them and thereby promote the achievement of the institution's stated purpose. Therefore, this document seeks to ensure that the conduct of any involved party adheres to the standards it establishes, both in their professional and private lives, to the extent that the latter may impact the Association's reputation.

INSTITUTIONAL VALUES

- Rights-based approach.
- Collaborative work.
- Care for people, particularly the most vulnerable.
- Comprehensive and lifelong education.
- Inclusion, integration, and intercultural diversity.
- Education in and for decent work.
- Comprehensive ecology.

1. ETHICAL BEHAVIOR AND EXPECTATIONS FOR EMPLOYEES, AID WORKERS, VOLUNTEERS, AND CONTRACTORS

1.1. APPROPRIATE BEHAVIOR AND CONDUCT

Each stakeholder, in carrying out their responsibilities and duties, must behave appropriately; in this regard, all must:

- a) Be visible witnesses to the values characteristic of a popular educator.
- b) Prioritize the common good over individual interests and the best interests of the student in all their actions.
- c) Be willing to collaborate in emergency situations and in joint activities necessary for achieving institutional objectives.
- d) Ensure proper compliance with internal rules, policies, and regulations.
- e) Be honest and trustworthy.

- f) Be respectful toward the people with whom you interact.
- g) Make rational use of available resources, treating property as if it were one's own and avoiding the waste of materials that can still be used.
- h) Take care of the National Office's facilities, avoiding damage to infrastructure and assigned furniture.
- i) Adopt behaviors that foster a positive work environment and protect our environment.

1.2. UNACCEPTABLE BEHAVIOR AND CONDUCT

In light of our values and the positive spirit that drives us, Fe y Alegría rejects practices that run counter to our institutional values; therefore, it is recommended that every stakeholder, in the course of fulfilling their duties and responsibilities, avoid at all times and in all places:

- a) Derogatory comments, mockery, or rejection directed at any person or social group based on their sexual orientation, gender identity, economic status, cultural or linguistic background, disability, physical or racial characteristics, or religious affiliation.
- b) Sexually harassing or abusing any staff member, aid worker, volunteer, and/or landlord, or violating any rule established in this regard in the official regulations.
- c) Touching another person's body without their consent or in an inappropriate manner.
- d) Engaging in a romantic relationship with a related party with whom there is a relationship of subordination or supervision.
- e) Engaging in gambling or similar activities involving monetary stakes within the premises of the National Office.
- f) Using the Association's confidential information to obtain personal benefit or to benefit a third party, even after the employment relationship has ended.
- g) Directly interfering to secure the hiring of a family member as a staff member.
- h) Reporting to work with a firearm, a knife, or any item that endangers the health and lives of coworkers.
- i) Reporting to work while intoxicated or with the smell of alcohol on one's breath.
- j) Reporting to work showing signs of having used narcotics or using narcotics on the premises, if you'll pardon the redundancy.
- k) Possessing, distributing, or disseminating pornographic material, alcoholic beverages, and/or narcotics.

1.3. ETHICAL PROVISIONS AGAINST CORRUPTION

In light of the cases of corruption that have occurred in our country, Fe y Alegría proposes that every involved party must always:

- a) Ensure that all actions carried out within Fe y Alegría del Perú, in its name, or in connection with it, are characterized by upright conduct and a high sense of responsibility and professionalism.
- b) Avoid participating in transactions designed to benefit specific suppliers.

- c) Ensure that all of the Association's activities are based on a commitment to justice, transparency, and mutual respect in our relationships with donors and the many organizations with which we interact.
- d) Protect the information disclosed to us by our donors and suppliers, as well as that provided by the Association itself, without this serving as a basis for concealment or collaboration in illegal acts. Likewise, respect the donor's intent at all times and under all circumstances.
- e) To ensure compliance with the law; that is, to adhere to the current regulatory framework in the conduct of all activities and operations.

2. ETHICAL GUIDELINES FOR INTERACTING WITH CHILDREN, ADOLESCENTS, AND VULNERABLE POPULATIONS AT THE EDUCATIONAL INSTITUTIONS MANAGED BY THE FE Y ALEGRÍA ASSOCIATION OF PERU

2.1. APPROPRIATE BEHAVIOR AND CONDUCT

Employees, staff members, consultants, and volunteers, regardless of their relationship with children and adolescents and/or vulnerable populations, must:

- a) Commit to creating a culture of openness and mutual accountability in the workplace. This culture will facilitate dialogue on issues related to child protection.
- b) Report to the appropriate authorities any situation of harassment or abuse, inside or outside the school, that comes to their attention through any means, in accordance with current procedures.
- c) Find appropriate and suitable ways and places to meet with students, with a view from the outside; this means that meetings behind closed doors or where the exit is physically blocked must be avoided.
- d) Contribute to creating a safe, positive, and encouraging environment in which children, adolescents, and young people are listened to and respected.
- e) Comply with all requirements related to the international certifications guided by the Fe y Alegría International Federation.
- f) Apply the "two-adult rule" to minimize risks, even in situations where the professional relationship requires privacy.
- g) Use positive methods to manage the behavior of children and adolescents and vulnerable persons.
- h) Respond to all cases of concern, allegations, or reports in accordance with the reporting protocol established in the Child Protection Policy.
- i) Cooperate fully with any investigation, including interviews, and provide any information necessary to complete the investigation into a case of violence against a child and/or vulnerable person.

2.2. UNACCEPTABLE BEHAVIOR AND CONDUCT

In the course of their duties, employees, staff members, consultants, and volunteers—regardless of their relationship with students at the educational institutions managed by Fe y Alegría **shall** specifically **avoid**:

- a) Touching, caressing, kissing, hugging, or otherwise touching children and adolescents and/or vulnerable persons in a manner that is inappropriate and/or disrespectful according to their culture.
- b) Participating in activities that require close physical contact with children and vulnerable persons beyond professional necessities.

- c) Acting in a way that could be abusive or could put a child and/or vulnerable person at risk of abuse.
- d) Making discriminatory comments or taking discriminatory actions regarding a child's or vulnerable person's sex, sexual and gender identity, preferences, culture, race, or religion.
- e) Making lewd or suggestive comments or telling jokes with sexual content to a child and/or vulnerable person.
- f) Engaging in sexual activity or having sexual relations with a child and/or vulnerable person, regardless of their consent or local customs. Ignorance of the minor's actual age is not a justification.
- g) Marrying a person under the age of 18, regardless of local customs.
- h) Assisting a child and/or vulnerable person with tasks they can perform on their own that involve an intrusion into their privacy, such as taking them to the bathroom, bathing them, or changing their clothes, unless assistance is required, in which case the "two-adult rule" applies with involved parties of the same sex as the child and/or vulnerable person.
- i) Hitting or engaging in any other form of physical or verbal aggression or abuse against a child and/or vulnerable person. No disciplinary measure may be violent or degrading.
- j) Acting in a manner intended to embarrass, belittle, humiliate, or degrade children and/or vulnerable persons, or to perpetrate any form of emotional abuse.
- k) Discriminating against children and/or vulnerable persons or favoring certain individuals, thereby creating a situation that results in the exclusion or negative discrimination of others.
- l) Developing relationships with a child and/or vulnerable person that could be considered abusive or exploitative.
- m) Spending time alone with a child, away from others, and certainly not out of public view or in an isolated area.
- n) Taking a child and/or vulnerable person to your home or visiting them at their home, where you may be alone with them or sleep in the same room without the presence of another adult of the same sex.
- o) Sleeping in the same bed as a child and/or vulnerable person or allowing the child to spend the night at your home without supervision.
- p) Taking a child and/or vulnerable person in a vehicle unless it is absolutely necessary and with the consent of the parents and guardians.
- q) Engaging in romantic relationships within the institution; that is, between educators and students.

3. COMPLIANCE WITH THE CODE OF ETHICS

As already mentioned in the "regulatory framework and sphere of influence," Fe y Alegría's employees must adhere to the provisions of this Code of Ethics, both in their professional and personal lives, to the extent that these may impact Fe y Alegría's reputation. This implies adopting these behaviors as their own and embracing them as part of the institution's values.

Violation of this Code will result in disciplinary action in accordance with Fe y Alegría's Internal Work Regulations, the Peruvian Labor Code, and any new regulations that may apply in this regard.

If an employee under a contractual relationship commits a violation of the Code of Ethics that creates a risk, even if it does not harm a child or vulnerable person, the department head will issue a written warning via email, with copies sent to Human Resources and the Ministry of Labor. If the person repeats the violation, the employment relationship will be terminated without liability for Fe y Alegría.

If the person committing the violation is a consultant or volunteer, the head of the responsible department will issue a formal warning with a copy sent to the responsible organization, and the employee or consultant will be given a two-month probationary period to verify that the risky behavior has ceased. If the behavior recurs, the individual will be terminated without liability to Fe y Alegría.

If there is any misconduct involving children and adolescents or survivors of violence, the individual will be removed from the area where they perform their duties or where they have access to children, adolescents, and survivors of violence. If the misconduct or breach involves a violation or serious risk to children and/or vulnerable persons, the individual will be terminated from employment and their contract will be terminated. If this constitutes a crime, the perpetrator will be reported in accordance with the provisions of the Child Protection Policy, as applicable to children and/or vulnerable persons.

All staff, including volunteers, aid workers, and consultants, must sign the Code of Ethics upon entering Fe y Alegría's facilities. The document to be signed will clearly stipulate that Fe y Alegría will take appropriate action in the event of a violation of this Code of Ethics. All documents confirming commitment to this code will be kept on file by Human Resources. Therefore, the unit responsible for each relevant party or the educational community must immediately forward the documents to the Human Resources manager.

"Solidarity helps us see others not as statistics, or as a means to be exploited and then discarded when they are no longer useful, but as our neighbors, companions on the journey, called to participate, like us, in the banquet of life to which all are equally invited by God."

Pope Francis

**COMMITMENT
CODE OF ETHICS**

I _____

In my capacity as _____ I hereby declare that I have read and understand the implications of the Fe y Alegría Code of Ethics and commit to complying with, promoting, and disseminating it to ensure that my actions do not harm children and adolescents.

Date:

Signature:

FIRST AND LAST NAME